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ABSTRACT

The University of South Dakota Cooperative Field Education Program (CFEP) serves to supplement existing classroom study with related, credited field experience. The field experience is to: (1) give the student an opportunity to apply academic study to actual work experience; (2) open up new areas of interest, study and employment for the student; (3) make the student more attractive, because of his field experience, to a potential employer; and (4) provide potential employers with an opportunity to recognize the worth and value of the individual student and others like him. This document presents a report of the first year of the CFEP and offers recommendations for its future. (Author/HS)

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UNIVERSITY OF SOUTH DAKOTA

Cooperative Field Education Program

First Annual Report

FY 71-72

(July 1, 1971 - June 30, 1972)

Vermillion, South Dakota 57069

HE 003 631

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OFFICE OF EDUCATION
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U N I V E R S I T Y O F S O U T H D A K O T A

Cooperative Field Education Program

First Annual Report

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(July 1, 1971 - June 30, 1972)

Vermillion, South Dakota 57069

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June 30, 1972

The following is a report on the first year operation of the University of South Dakota Cooperative Field Education Program (CFEP).

The author is Robert Fuller, Program Coordinator.

Comments, criticisms and suggestions concerning the CFEP are welcome and can be directed to Mr. Fuller at the University of South Dakota, Center for Continuing Education. Phone: (Area Code 605) 677-5281, Vermillion, South Dakota 57069.

Thank you for your interest.

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I

Program History, Objectives and Procedures

The University of South Dakota Cooperative Field Education Program (CFEP) was formally established on August 1, 1971 with the appointment of Mr. Robert D. Fuller as Program Coordinator.

The Program is funded by the Department of Health, Education and Welfare, Division of College Support under the authority of Title IV of the Higher Education Act of 1965.

The CFEP serves to supplement existing classroom study with related, credited field experience. The field experience will:

- give the student an opportunity to apply academic study to actual work experience;
- open up new areas of interest, study and employment for the student;
- make the student more attractive, because of his field experience, to a potential employer;
- provide potential employers with an opportunity to recognize the worth and value of the individual student and others like him.

Emphasis is made toward selecting student interns from four types of individuals: the veteran, the physically handicapped, the minority student and the economically deprived.

The students that do not fit any of the above categories may be placed in the field because of exceptional ability and desire to work in area of great social need.

Participation in the Program is not inherently limited by a student's class standing or grade point average, except as a

judgment by an individual department. The CFEP is designed to serve undergraduate students primarily, but it may serve graduate students where permissible.

Departments recommend the student(s) and the type of placement desirable and have the responsibility for supervising and grading their work. It is the responsibility of the Program Coordinator to try and develop placement sites and provide over-all coordination of the students internship and project.

The CFEP is located in the Center for Continuing Education at the University of South Dakota. It is under the supervision of Dr. Henry V. Cobb, Vice-President for Academic Affairs.

When the Program went into full operation in 1971 it was located within the University of South Dakota Institute of Public Affairs. In April, 1972 the CFEP was moved to the Center for Continuing Education so it could be located closer to the USD campus proper and thus, facilitate its operation even more.

The support services rendered to the CFEP by the Institute of Public Affairs and its Associate Director, Mr. Tom Burns as well as Mr. Loren Carlson, Director of State-Wide Educational Services in the Center for Continuing Education have contributed immeasurably to the success of the Program. Their contribution is gratefully acknowledged and appreciated.

II

Program Results: Summary

1. The Cooperative Field Education Program placed 48 student interns during its first year of operation. Twenty-three of these students have earned or will earn academic credit for their respective internships.

2. An additional $49,507 has been secured by the CFEP to supplement and facilitate its operation.

3. Significant developments have occurred in South Dakota state government concerning student internships. The CFEP has contributed to and benefited from these developments.

4. The Program Coordinator is one of two individuals representing the South Dakota Academic Resources Council on the South Dakota Student Intern Coordinating Council.

5. The Program Coordinator and his assistant have traveled over 24,000 miles, spent 70 working days on the road and traveled as far as Washington, D.C. in presenting the CFEP and developing potential placement sites for student interns.

6. A number of conferences and meetings were attended by the CFEP staff including a National Intern Conference in Lexington, Kentucky. The Program has benefited a great deal from such activity.

7. The CFEP has received some very beneficial publicity through various publications and public presentations. This has led to the continual development of student internships.

III

Program Recommendations: Summary

1. That the Program Coordinator meet collectively and on a regular basis with University Deans, Department Chairmen and Directors.

2. That standards and guidelines for participating students and employing agencies be established in cooperation with University Deans, Department Chairmen and Directors.

3. That an Internship Development and Advisory Board be established at the University to assist and advise the Program Coordinator.

4. That an exploration of the feasibility of developing internships for University faculty and administrative personnel be conducted.

5. That those CFEP student interns whose income is below standard be exempt from payment of tuition and fees for those hours of credit awarded under the Program.

6. That the feasibility of oversea and exchange student internships be examined at the University.

7. Publication of a directory of CFEP interns.

8. Publication of a CFEP brochure for wide distribution.

9. An increase in public relations concerning the CFEP.

IV

Program Results: Detailed

During the first year of operation the Cooperative Field Education Program placed 48 student interns in 13 cities and towns from Vermillion, South Dakota to Washington, D.C.

Twenty-three of the students have earned or will be earning academic credit for their respective internships. The individual students placed by the CFEP are listed in Attachment 1.

Two intern projects deserve special consideration and explanation: the Office of Economic Opportunity Intern Program and the U.S. Department of State Summer Intern Program.

Dave Maiers, a USD Indian student, has been working in the Office of Economic Opportunity in Washington, D.C. since January, 1972. Dave is a sophomore from Mission, South Dakota and is majoring in Business Management. He is a staff assistant in the Office of Controller, Finance and Grants Management Division, Grants Accounting Branch of OEO. Dave is earning six hours of credit for his internship which ends July 21, 1972. One tremendous benefit of the OEO Intern Program is the guarantee of federal employment upon completion of 36 weeks of intern employment.

The U.S. Department of State Summer Intern Program offers ten internships to minority group candidates who have demonstrated an interest in foreign affairs. Two USD Indian students, Herb Zoebell and Leroy Greaves, are participating in the program and started work on June 19, 1972. Zoebell is working in the Office of Far Eastern Affairs while Greaves is concentrating on the

Latin America area. These are both summer internships and it is hoped that more positions can be developed within the State Department.

The CFEP has been able to obtain an additional $49,507 during the first year of operation. The funds were made available through three channels: The Department of Health, Education, and Welfare; The Bureau of Indian Affairs; and the United States Civil Service Commission.

The Division of College Support of HEW has awarded a $20,000 grant to the University of South Dakota for expansion and strengthening of the Cooperative Field Education Program. This grant is for FY 72-73, July 1, 1972 through June 30, 1973. (See Attachment 2). The CFEP was initially funded by HEW with a $15,000 grant awarded for FY 71-72. (See Attachment 3).

The Employment Assistance Office of the Bureau of Indian Affairs, Aberdeen, South Dakota awarded a contract of $20,180 to the CFEP. This contract has led to the employment and training of 20 USD Indian students during the 1972 summer vacation period. Mr. Tom Shortbull, CFEP Graduate Assistant, is in charge of the program and the credit for its success is his alone. Attachment 4 is a copy of the request proposal as submitted to the BIA and Attachment 5 is the contract awarded to the University of South Dakota and the CFEP.

One of the BIA contract requirements is a report on the program's

progress and success. Final reports on this particular program will be avialable upon request in September, 1972. To assist in the writing of the BIA report and for use by the CFEP staff a student evaluation form has been designed. At the time this annual report is being written the evaluation form has not been used and at the moment there is no available means to measure its adaptability and success. (See Attachment 6).

The U.S. Civil Service Commission awarded the State of South Dakota (through the Department of Personnel) a grant of $60,000 under the authority of the Intergovernmental Personnel Act (IPA). The South Dakota Department of Personnel has contracted with the University of South Dakota to conduct various projects as provided by the IPA grant. One of the projects - Part Time Employment - is being directed by the CFEP.

The Part-Time Employment Project has a budget of $9,327 which allows for the employment and training of six students during the 1972 summer vacation period. Two of the students are from the University of South Dakota with the remaining from four other South Dakota colleges and universities. The students are located in Pierre, South Dakota within various state agencies and are working on a Classification and Compensation Survey of South Dakota employees. (See Attachment 7).

//

A number of very significant developments have occurred recently in South Dakota state government concerning student internships.

During the 1972 Legislative Assembly a Legislative Intern Program was conducted on a coordinated basis. Mr. Ted Kneebone, Chairman of the South Dakota Student Intern Coordinating Council, directed the program which four USD students participated in. It is anticipated that the coordinated Legislative Intern Program will be expanding and developing into an on-going project.

In an effort to produce a sound Legislative Intern Program Senate Bill 209 was introduced in the 1972 Legislative Assembly by Senators Harvey Wollman and Homer Kandaras. This bill called for $20,000 "to encourage the participation and understanding of internal governmental offices among the young citizens of South Dakota." (See Attachment 8). Although this bill was defeated in the Appropriation Committee a great deal of optimism exists and developments are encouraging towards the eventual passage of a similar bill in the near future.

The South Dakota Academic Resources Council (ARC) was created by Governor Richard F. Kneip on June 25, 1971. (See Attachment 9). The ARC is composed of two representatives from each degree granting institution of higher education in South Dakota and one of its objectives is the development of internships. (See Attachment 10).

In that vein the ARC has begun a number of activities including:

1. Coordination and consultation with the South Dakota Intern Coordinating Council, the 1972 Legislative Intern Program, the 1972 Summer Pierre Intern Project, and the Resource Development Internship Project.

2. Development work on an academic intern program for state government on a semester basis.

3. Distribution of information concerning internships.

The ARC Executive Committee has recommended Mr. Frank Smith of Huron College and Mr. Robert Fuller of the University of South Dakota as its representatives to the South Dakota Student Intern Coordinating Council. It is felt that this representation will serve to further the objectives and spirit of both the ARC and the Intern Council.

The South Dakota Student Intern Coordinating Council was created on May 31, 1972, by Governor Kneip. (See Attachment 11). The Intern Council's primary objective is the involvement of young people in South Dakota government, and it has been very successful in doing so as witnessed by the 1972 Summer Intern Program.

Thirty-one student interns are working in Pierre during the current summer under the auspices of the Intern Council. Participating state agencies range from the South Dakota Arts Council, to the Public Utilities Commission to the Governor's Office. (See Attachment 12).

The ARC and the Intern Council work very closely with the Resource Development Internship Project (RDIP) which provides numerous services to the student interns as well as educational grants. (See Attachment 13). RDIP has been very instrumental in

the tremendous growth of student internships in South Dakota. The advice, guidance, consideration and assistance provided by RDIP to the state of South Dakota has been outstanding. The Cooperative Field Education Program, the Academic Resources Council, the Student Intern Council, but most important, the student interns, have realized a great many benefits from their association with the RDIP and hopefully they will continue to do so for many years to come.

Some of the South Dakota cities and towns visited by the CFEP staff include Sioux Falls, Pierre, Watertown, Aberdeen, Yankton, Lennox, Parker, Pine Ridge, Eagle Butte, Flandreau, Big Stone City, Mission and St. Francis.

Out-of-state travel included visits to Washington, D.C.; Lexington, Kentucky; Bloomington, Indiana and Sioux City, Iowa. Trips to Washington, D.C., and Newport, Rhode Island (to attend the National Intern Conference) are planned in the near future.

A large number of agencies, councils, offices, committees and organizations were contacted and presented the CFEP during the first year. They include:

- South Dakota United Sioux Tribes
- South Dakota Veteran's Administration
- Minnehaha Juvenile Court Center, Sioux Falls, S.D.
- S. Dak. State Penitentary
- McCrossan's Boys Ranch, Sioux Falls, S.D.
- Bureau of Indian Affairs, Aberdeen, S.D.

- Rosebud Indian Reservation
- S. Dak. District I Model Rural Development Office, Watertown
- S. Dak. Department of Personnel
- S. Dak. Commissioner of Higher Education
- Indian Projects Board
- Plankinton Training School, Plankinton, S.D.
- S. Dak. Probation and Parole Board
- Cheyenne River Indian Reservation
- S. Dak. Academic Resources Council
- S. Dak. State Planning Agency
- Youth Forestry Camp, Custer, S. D.
- S. Dak. District II Criminal Justice Commission
- Pine Ridge Indian Reservation
- United States Department of State
- Department of Indian Health Services, BIA
- S. Dak. Congressional Delegation
- S. Dak. Department of Labor
- Vermillion Rotary Club
- Resource Development Internship Project, Bloomington, Indiana
- Minnehaha County Sheriff
- Siouxland Council of Governments. Sioux Falls, S.D.
- Sioux Falls Chamber of Commerce
- Sioux Falls Police Department
- S. Dak. Association of Family and Children's Services
- Office of Economic Opportunity, Washington, D.C.
- S. Dak. Municipal League
- Vermillion City Manager

A number of conferences were attended by the CFEP staff that have benefited the Program a great deal. These include:

- National Intern Conference, Lexington, Kentucky
- Twelve-State Regional Internship Conference, Custer, S.D.
- South Dakota Sheriff's and County Commissioner's Convention, Pierre, S.D.
- South Dakota Corrections Association Seminars, Huron and Winner, S.D.
- South Dakota Legislative Intern Program Conference, Pierre, S.D.

The Cooperative Field Education Program was presented on a formal and informal basis at these conferences and seminars.

The main development out of the National Intern Conference held in October, 1971 was the desire and need for a National Intern Clearinghouse to facilitate the exchange of information about student internships and fellowships. Progress is being made towards this goal and hopefully it will become a reality in the near future.

One area which has provided numerous benefits to the CFEP is publicity. Stories about the Program have been issued by the University Relations Office, which has a wide coverage area in and around the state and additional features are planned about various activities of the CFEP.

A number of campus organizations were contacted and presented the CFEP project. They include the Political Science League, the USD Law Enforcement Club, the USD Indian Student Club, and a

Question Four Presentation. The USD Alumni paper, The Dakotan, has also featured the Program.

In December, 1971 the Program Coordinator initiated a series of memos for on-campus distribution concerning the CFEP. Experience has shown that this is not a very effective means of providing information about the Program, and it was discontinued. However, at the start of the CFEP's second year the memo series will be tried again and if it is successful in generating interest in the Program they will be continued.

V

Program Recommendations: Detailed

The Program Recommendations mentioned earlier in this report are almost self-explanatory but deserve some further comments and support.

It is very important that University personnel be aware of the CFEP, its work, and implications. One of the problems experienced during the first year was a lack of knowledge by a great many USD personnel on exactly what the CFEP was doing. This lack can best be summarized as an absence of communication between the Program Staff and the USD community.

It is felt that by meeting regularily and collectively with University Deans, Department Chairmen and Directors and receiving their comments, criticisms and ideas the CFEP will be greatly enhanced. There are many important questions with even more important ramifications that these offices can answer which will further promote the CFEP's ability to fulfill its goals and objectives.

One area of the CFEP operation that needs clarification and guidance is what factors are to be used in determining which students may be allowed to participate in it?

Each University department has its ideas and concepts of what type of student can undergo an internship and these are respected. But when a student cannot gain the cooperation of his own department for a variety of reasons (such as low grades, low class standing - freshman or sophomore) he may be able to

get the approval he needs from a different department. Each student must be judged individually and independently but in order to protect the integrity of the University and the CFEP some minimum, comprehensive standards and guidelines should be established.

One means of assisting the CFEP in its functioning as an effective program is an Internship Development and Advisory Board. The Board is seen as representing a wide range of USD departments with a role of advising the Program Coordinator on the CFEP's over-all operation. Representation should also be included from those individuals the Program seeks to emphasis in its placement activity; the minority student, the veteran, the physically handicapped and the economically deprived student. The CFEP should be working with other campus activities such as the Work-Study Program, The Placement Office, The Admissions Office and more.

The CFEP is scheduled for expansion to the University of South Dakota at Springfield during its second year and there is a need for advice and assistance on this activity.

The answer to the question of how a credited internship will affect a student's four year class schedule has far-reaching implications and guidance is needed on this matter.

By having input from the individual departments and from an Advisory Board these and other questions can be handled correctly and intelligently.

The CFEP has made some strides in developing student internships, but students are only one group on any campus that offer tremendous potential and resources. Faculty and administrative personnel have unlimited expertise that can be utilized in an internship format. Certainly this concept needs to be explored fully.

As mentioned before one type of individual the CFEP emphasizes in its placement efforts is the economically deprived student. Yet, when that student is participating in a credited internship (which is generally located off campus) he has to pay the tuition and fees involved in that credit. It seems inconsistent to emphasis placement of economically deprived students and then ask them to carry the burden of paying for participating in the Program. Some method should be developed to exempt those CFEP interns whose incomes are below standard from carrying that burden and expense.

It has come to the attention of the Program Coordinator that some schools with a similar cooperative education program participate in overseas exchange student internships. There are unlimited benefits that the University can realize from such a project. The most logical place to start is with the U.S. State Department which has already cooperated with the University as mentioned earlier in this report.

A directory of CFEP interns has many possibilities. It can be used as a recruiting aid for potential employers; as an aid in recruiting new students; and copies can be distributed to those

employers who participated in the Program with a request that they distribute them throughout their industry. The benefits are self-evident.

Publication of a descriptive CFEP brochure has been planned for some time but has been postponed until the completion of the CFEP's first year. Wide distribution is planned for the brochure and hopefully it will aid in developing intern placement sites.

A key factor in the success of the Program is public awareness of its existence and potential. One way this can be done is through public relations activity such as news stories, television and radio programs, public presentations and personal contact. This is a continual operation and one which the CFEP staff feels is important. It is hoped that the proposed Advisory Board and other University personnel will offer some assistance in this endeavor.

The University of South Dakota Cooperative Field Education Program seeks to be a quality program as well as one of quantity. This can best be assured by operating within the recommendations made above.

Attachment 1

Cooperative Field Education Program Student Interns

Name	Placement Site and Employer
Dave Maiers	Washington, D.C., Office of Economic Opportunity
Herb Zoebell	Washington, D.C., U.S. State Department
Leroy Greaves	Washington, D.C., U.S. State Department
*Fred Lillibridge	Pierre, S.D., S.D. Department of Personnel
*Robert Ryan	Pierre, S.D., S.D. Department of Personnel
*Lynn Klocker	Pierre, S.D., S.D. Department of Personnel
*Gary Simon	Pierre, S.D., S.D. Department of Personnel
*Ed Leahy	Pierre, S.D., S.D. Municipal League
*Harley Duncan	Pierre, S.D., S.D. Office of Executive Reorganization
Roy Wise	Pierre, S.D., Commissioner of Labor and Management Relations
Jim Abbott	Pierre, S.D., Legislative Research Council
Rick Buckles	Pierre, S.D., S.D. Board of Regents
Russ Cranston	Pierre, S.D., Constitutional Revision
Mark Peterson	Pierre, S.D., S.D. Industrial Development and Expansion Agency
Bill Stevens	Pierre, S.D., Senator Wm Donnelly
Tom Barnett	Pierre, S.D., S.D. State Affairs Committee
Mike Hoesing	Pierre, S.D., S.D. State Planning Agency
Judy Pugh	Sioux Falls, S.D., S.D. Arts Council
Kevin Kavanaugh	Watertown, S.D., Model Rural Development
Ken Bauman	Vermillion, S.D., City Manager
Paul Van Coverden	Vermillion, S.D., City Manager
Dick Bursell	Yankton, S.D., City Manager

*Intergovernmental Personnel Act Interns

Penny Rogers	Vermillion, S.D. USD Medical School
Brent Kallestad	Vermillion, S.D. University Relations Office
**Margaret Mosbo	Sioux Falls, S.D. Minnehaha Juvenile Court Center
**Kaye Bauman	Sioux Falls, S.D. Minnehaha Juvenile Court Center
**Steve Long	Pierre, S.D., S.D. Board of Charities and Corrections
**Tim Vogel	Sioux Falls, S.D. Sioux Falls Police Department

**Law Enforcement Interns: The CFEP has assisted in the placement of student interns under the USD Law Enforcement and Corrections Program. This program has placed 19 interns for the current summer vacation period and the CFEP has offered both direct and indirect assistance to the placement efforts.

The following interns are those students placed as a result of the $20,180 contract awarded to the CFEP from the Bureau of Indian Affairs.

Name	Placement Site and Employer
Joe Standing Elk	Pine Ridge, S.D. Pine Ridge Indian Agency
Jayne Sherwood	Mission, S.D. Todd County Tribune
Doug Bissonette	Pine Ridge, S.D. Public Health Service
Dolly Steele	Pine Ridge, S.D. CAP Program
Faye Barron	Mission, S.D. Rosebud Sioux Attention Center
Doreen Weston	Flandreau, S.D. Flandreau Indian School
Andrew Mound	Eagle Butte, S.D. Cheyenne River Agency
Roger Bordeaux	St. Francis, S.D. St. Francis Indian School
Pat Haukaas	Marvin, S.D. American Indian Culture Research Center
Clarence Sun	Sioux City, Ia. Sioux City Police Department
Elvis Yellow Cloud	Sioux City, Ia. KCAU Television

Shirley B. Eagle	Vermillion, S.D.	USD Upward Bound Project
Diane Zephier	Vermillion, S.D.	USD Indian Academic Coordinator
Charlotte Zephier	Vermillion, S.D.	USD American Indian Research Project
Lein Arpan	Vermillion, S.D.	USD Physical Education Department
Vicki Ryan	Vermillion, S.D.	USD Business Office
Ellsworth LeBeau	Vermillion, S.D.	USD Law Enforcement and Corrections Program
Faith Spotted Eagle	Vermillion, S.D.	USD Indian Academic Coordinator
Norma Pille	Vermillion, S.D.	KUSD Television
Mack Cash	Vermillion, S.D.	USD American Indian Research Project

Various University departments and offices have provided very responsive and beneficial support to the CFEP. The departments include Government, History, Communication, Sociology, Physical Education, Biology as well as the School of Business, the School of Education, the Placement Bureau and the Law School. The University Relations Office, the Institute of Indian Studies, the Upward Bound Project and Special Services have also given their support and cooperation to the Program. All of these departments and offices deserve a special thank you from the CFEP staff.

Attachment 2

CFEP FY 72-73 Operation and Budget

72-73

SUBMIT 2 COPIES OF THIS FORM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

FORM APPROVED.
OMB NO. 51-80716

PLAN OF OPERATION AND BUDGET EXPLANATIONS
JULY 1, 1971 THROUGH JUNE 30, 1973

INDICATE PROGRAM FORM REPRESENTS
- ☐ TITLE III, P.L. 89-329, AS AMENDED
- ☐ TITLE V-E, P.L. 90-35
- ☒ COOPERATIVE EDUCATION PROGRAM, P.L. 89-329 AS AMENDED BY P.L. 91-204

NAME AND ADDRESS OF GRANTEE INSTITUTION (INCLUDE ZIP CODE)	NAME OF PROGRAM	GRANT NUMBER
The University of South Dakota Vermillion, South Dakota 57069	University of South Dakota Cooperative Field Education Program	
	TITLE AND NAME OF PERSON DIRECTING PROGRAM: H.V. Cobb, Vice-President	AREA CODE: 605 / TELEPHONE #: 677-5345 / EXT.

NAMES OF ASSISTING INSTITUTIONS OR AGENCIES

27

PLAN OF OPERATION--THE COMPLETE AND FINAL PLAN OF OPERATION FOR EACH PROGRAM TO BE SUPPORTED BY THE BUDGET EXPLAINED IN THESE FORMS, SHOULD BE INDICATED BELOW IN OUTLINE FORM.

The University of South Dakota Cooperative Field Education Program was established August 1, 1972 by a grant from the Copperative Education Program of the Department of Health, Education and Welfare. Phase I and Phase II of the Program were funded by grant number 80 NIH 82-7950 and the FY 72-73 grant will provide the funds necessary for the continuation of the Program into Phase III and full operation.

The University Cooperative Field Education Program has as its objective the placement of student interns within various governmental and business offices as well as in offices that provide important social needs. Through serving an internship, the student will gain valuable knowledge and actual work experience that will enhance his academic training. It is also hoped that the internships will provide a vehicle in which the potential employer and the student can learn from each other. Emphasis is being made toward selecting interns from four types of students; the miniority student, the veteran, the physically handicapped and the economically deprived student.

The operation of Phase III of the Program will be concentrated in a number of areas including the expansion of the Program to the University of South Dakota at Springfield campus; the establishment of a vigorous follow-up program; full-time placement of interns; and the hiring of additional student assistants.

(Continued on attached sheet)

APPROVAL	AUTHORIZED SIGNATURE OF BUSINESS MANAGER	OFFICE OF EDUCATION AUTHORIZING OFFICIAL	DATE
	TYPED NAME AND OFFICIAL TITLE: LeRoy Tiede, Business Manager / DATE		

NAME OF INSTITUTION: University of South Dakota, Vermillion, South Dakota 57069

NAME OF PROGRAM: Cooperative Field Education Program

GRANT NUMBER:

DIRECTIONS GIVEN IN INSTRUCTION BOOKLETS AND IN THE GRANTS MANUAL SHOULD BE CONSULTED BEFORE COMPLETING THESE BUDGET EXPLANATION FORMS.

ALL LINE ITEMS ON THIS BUDGET PAGE MUST BE COMPLETELY EXPLAINED. USE AND COMPLETE THE ATTACHED SUMMARY SHEETS.

		FEDERAL AMOUNT	PERCENTAGE OF GRAND TOTAL LINE 8	NON-FEDERAL AMOUNT	PERCENTAGE OF GRAND TOTAL LINE 8	TOTAL AMOUNT
1	DIRECT OPERATING COSTS - TOTAL SALARIES (SHOWN IN DETAIL ON SUMMARY SHEET A)	$ 12,369.00	61.5 %	$	%	$ 12,369.00
2	OTHER DIRECT OPERATING COSTS					
	A TRAVEL (SHOWN IN DETAIL ON SUMMARY SHEET A)	4,331.00	21.8			4,331.00
	B OTHER - SUPPLIES, PRINTING, ETC. (SHOWN IN DETAIL ON SUMMARY SHEET B)	1,700.00	8.7			1,700.00
3	SUBTOTAL FOR OTHER DIRECT OPERATING COSTS (SUM OF LINES 2A AND 2B)	6,031.00	30.5			6,031.00
4	TOTAL DIRECT OPERATING COSTS (SUM OF LINES 1 AND 3)	18,400.00	92.0			18,400.00
5	(TITLE V, PART E ONLY) PARTICIPANT SUPPORT					
	DURATION OF INSTITUTE OR TRAINING PROGRAM					
	FROM (MONTH, DAY, AND YEAR)	TO (MONTH, DAY, AND YEAR)				
	NUMBER OF: WEEKS	NORMAL WORKWEEKS	PARTICIPANTS			
	A STIPEND: NUMBER TIMES	AVERAGING (EACH)	TOTAL			
	B DEPENDENCY ALLOWANCE: NUMBER TIMES	AVERAGING (EACH)	TOTAL			
6	TOTAL FOR PARTICIPANT SUPPORT (TITLE V, PART E ONLY)					
7	TOTAL INDIRECT COSTS (UP TO 8 PERCENT FOR COOPERATIVE EDUCATION AND TITLE V; UP TO 15 PERCENT FOR TITLE III)	1,600.00	8.0			1,600.00
8	GRAND TOTAL* (DIRECT COSTS PLUS INDIRECT COSTS)	20,000.00	100.0			20,000.00
	(TITLE V, PART E ONLY) WEEKLY COST PER PARTICIPANT (SEE INSTRUCTION BOOKLET FOR EXPLANATION)					

IF THE PROJECT INVOLVES A COOPERATIVE ARRANGEMENT, SHOW INSTITUTIONAL BREAKDOWN BELOW.

NAME OF INSTITUTION	FEDERAL	NON-FEDERAL	NAME OF INSTITUTION	FEDERAL	NON-FEDERAL
	$	$		$	$
	$	$		$	$
	$	$		$	$
	$	$		$	$

SUMMARY SHEET A

NAME OF INSTITUTION	NAME OF PROGRAM	GRANT NUMBER
University of South Dakota, Vermillion, South Dakota 57069	Cooperative Field Education Program	

THE BUDGET PAGES ARE TO BE COMPLETED FOR EACH RECOMMENDED PROGRAM IN THE COOPERATIVE ARRANGEMENT (USE SUPPLEMENTARY SHEETS, IF NECESSARY). THE INSTITUTION SHOULD REPRODUCE ADDITIONAL COPIES OF THESE PAGES AS NEEDED.

SALARIES--LIST BY ALL POSITION TITLES, SUCH AS PROGRAM COORDINATOR, SECRETARY, CONSULTANTS, NATIONAL TEACHING FELLOWS AND PROFESSOR EMERITUS (SHOW ACADEMIC FIELD), ETC. INDICATE PERCENT OF TIME ON THE PROGRAM AND METHOD OF SALARY CALCULATION, INCLUDING PERIOD OF EMPLOYMENT

POSITION TITLE	METHOD OF SALARY CALCULATION	PERIOD OF EMPLOYMENT	COST SHARING: FEDERAL	COST SHARING: NON-FEDERAL	COST SHARING: TOTAL
Program Coordinator	Yearly	12 months	8,400.00		8,400.00
- Fringe Benefits	University Rate		969.00		969.00
Graduate Assistants					
- One full-time	Semester	9 months	1,800.00		1,800.00
- One half-time	Monthly	12 months	1,200.00		1,200.00
		SALARIES TOTAL	$ 12,369.00	$	$ 12,369.00

TRAVEL--INDICATE THE NUMBER OF TRIPS, NUMBER OF INDIVIDUALS INVOLVED, MODES OF TRANSPORTATION, (IF BY AUTO, RATE PER MILE), DISTANCES TRAVELED, DESTINATIONS, INTERMEDIATE STOPS, ETC. SHOW ALSO, IF APPLICABLE, THE NUMBER OF DAYS PER DIEM AND RATE.

TRAVEL ESTIMATES AND CALCULATIONS

Number of trips: (Estimated) - 30 to 40			
Number of Individuals involved: 1 to 5 dependent upon the number of interns placed.			
Distances traveled: (Estimated) - 30,000 miles.			
Mode of transportation: Car - 15,000 miles @ .09¢ per mile ---	1,350.00		1,350.00
Commercial Air: ---	2,018.50		2,018.50
Days Per Diem: (Estimated) - 25 days in-state @ $16.00 per day	400.00		400.00
25 days out-of-state @ $22.50 per day.	562.50		562.50
Destinations: (Cross-sample including distances from Vermillion) Sioux Falls, S.D. (128), Sioux City, IA. (93), Minneapolis and St. Paul, Minn. (506), Pierre, S.D. (538), Washington, D.C. (2474). Numerous cities and towns through-out the area.			
TRAVEL TOTAL	$ 4,331.00	$	4,331.00

SUMMARY SHEET 5

NAME OF INSTITUTION	NAME OF PROGRAM	GRANT NUMBER
University of South Dakota, Vermillion, S. Dak.	Cooperative Field Education Program	

OTHER GIVE AN ITEMIZED LIST OF CHARGES TO "OTHER" WITH APPROPRIATE EXPLANATIONS FOR SUCH ITEMS AS COMMUNICATIONS, SUPPLIES, PRINTING COSTS, RENTAL COSTS AND SPECIAL SERVICES. (INCLUDE EQUIPMENT INVENTORY, IF APPLICABLE.) (See narrative statement attached)

	COST SHARING		
	FEDERAL	NON-FEDERAL	TOTAL
1. Telephone	500.00		500.00
2. Postage	350.00		350.00
3. Printing Costs	350.00		350.00
4. Supplies	~~500.00~~ 600.00		~~500.00~~ 600.00
	~~1,700.00~~ 1,800.00		~~1,700.00~~ 1,800.00
OTHER TOTAL	$ ~~1,700.00~~	$	$ ~~1,700.00~~

30

TOTAL FOR ALL PROGRAMS

COOPERATIVE ARRANGEMENTS NAME OF PROGRAM	NUMBER OF PROGRAMS	N. T. F. NUMBER	N. T. F. AMOUNT	PROFESSOR EQUATES NUMBER	PROFESSOR EQUATES AMOUNT	TOTAL COST SHARING FEDERAL	TOTAL COST SHARING NON-FEDERAL	TOTAL COST SHARING TOTAL
1 CURRICULUM DEVELOPMENT								
2 FACULTY DEVELOPMENT								
3 ADMINISTRATIVE DEVELOPMENT								
4 STUDENT SERVICES IMPROVEMENT								
5 OTHER (SPECIFY)								
GRAND TOTALS			$		$	$	$	$

Support for the Program is provided by Department Deans and Chairmen as well as faculty advisors that accompany the Coordinator on his visitation trips to officals and businessmen in the development of intern placement sites. These faculty members are not compensated for this service beyond their expenses. By having the faculty member at the meetings with the potential employer he will be able to answer any question that may arise concerning the student or the student's project.

The Program is administered by a full-time Cooordinator and is assisted by two graduate assistant one at the University of South Dakota Springfield campus and one assistant at the Vermillion campus. Additional support for the Program is provided by the University of South Dakota Institute of Public Affairs (IPA) and the University's State-Wide Educational Services (SWES). These two offices provide guidance and consultations as well as housing, equipment and secretarial support for the Coordinator and the Program. The IPA and SWES have considerable success in providing continual on and off-campus training to the citizens of South Dakota and the surrounding area. It is felt that the contacts available in the IPA and SWES offices are very benefical to the Cooperative Field Education Program.

Budget Items:

1. Salaries - $12,369.00 includes one Program Coordinator for the project at $8,400.00 per year (also included is $969.00 fring benefits, standard cost for all University of South Dakota employees at this level). Also included are two stipends for graduate assistants; one at $1,800.00 (full-time at $200.00 a month for nine months) and one at $1,200.00 (half-time at $100.00 a month for 12 months). Both these rates are standard for the University of South Dakota.

2. Travel - $4,331.00 - Complete operation and facilitation of the Cooperative Field Education Program requires extensive travel by the Program Coordinator accompanied by faculty members, school officals and graduate assistants whenever possible. Experience has shown that it requires about $2,000 per man per year to conduct an effective extension education program in South Dakota given its geography, population distribution and other factors. Because the Program Coordinator will be accompanied by his graduate assistants and University faculty and officals whenever possible the total travel expenses required will exceed $4331.

3. Other - $1,700.00 - This category includes expenses for long-distance telephone expenses (monthly base charges will be absorbed), mailing supplies and costs, printing of Program materials, paper and normal office supplies. Because this is a person-to-person contact program these expenses will be fairly high and a total of $1,700.00 is required for its full operation.

4. Overhead - $1,600.00 - This item is in line with the 8% established by the Fiscal Year 1972-1973 Guidelines of the Cooperative Education Program of the Office of Education, United States Department of Health, Education and Welfare.

Attachment 3

CFEP FY 71-72 Operation and Budget

71-72

SUBMIT 2 COPIES OF THIS FORM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

FORM APPROVED.
OMB NO. 51-R0716

INDICATE PROGRAM FOR IT REPRESENTS

- ☐ TITLE III, P.L. 89-329, AS AMENDED
- ☐ TITLE V-E, P.L. 90-35
- ☒ COOPERATIVE EDUCATION PROGRAM, P.L. 89-329 AS AMENDED BY P.L. 91-204

PLAN OF OPERATION AND BUDGET EXPLANATIONS
JULY 1, 1971 THROUGH JUNE 30, 1972

NAME AND ADDRESS OF GRANTEE INSTITUTION (INCLUDE ZIP CODE)	NAME OF PROGRAM	GRANT NUMBER
The University of South Dakota Vermillion, South Dakota 57069	The University of South Dakota Cooperative Field Education	80 NIH #82-7950
	TITLE AND NAME OF PERSON DIRECTING PROGRAM	AREA CODE / TELEPHONE # / EXT.
	H.V. Cobb, Vice President	605 / 677-5345 /

NAMES OF ASSISTING INSTITUTIONS OR AGENCIES

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PLAN OF OPERATION--THE COMPLETE AND FINAL PLAN OF OPERATION FOR EACH PROGRAM TO BE SUPPORTED BY THE BUDGET EXPLAINED IN THESE FORMS, SHOULD BE INDICATED BELOW IN OUTLINE FORM.

The objective of the project is to place student interns in the various governmental and business offices where the student can gain direct knowledge and experience which will enhance his education as well as provide a cross-generation conduit for information and understanding between the student and his employer. Assisting the coordinator with this project will be two graduate assistants; one of these will be an American Indian, selected for his ability to serve as a liason between the program and Indian students and potential employers. While the primary thrust of this project is the placement of students, it is assumed that the employers will benefit greatly also. Special emphasis will be placed upon the selection and placement of Indian students, students from other disadvantaged groups and returning veterans. Primary emphasis during the first six months will be the development and placement possibilities with an effort to begin placement of students during the second semester and the following summer.

This project will be administered by a coordinator who will be located within the University Institute of Public Affairs. The Institute has had considerable success in providing training and other services to local governments and small businessmen through the utilization of University faculty. It is felt that the Institute can do much to augment this program, since it has made considerable contacts among governmental and small business executives. The Institute personnel who will be most involved in this project besides the coordinator are the Director, who will provide overall supervision for the coordinator and his work and the Secretary. Neither of these persons will be compensated from this grant; their support will be contributed in an effort to lend all possible support to this project.

(Continued on attached sheet)

NAME OF INSTITUTION: The University of South Dakota

NAME OF PROGRAM: Field USD Cooperative Education Prog.

GRANT NUMBER: 80 NIH #82-7950

DIRECTIONS GIVEN IN INSTRUCTION BOOKLETS AND IN THE GRANTS MANUAL SHOULD BE CONSULTED BEFORE COMPLETING THESE BUDGET EXPLANATION FORMS.

ALL LINE ITEMS ON THIS BUDGET PAGE MUST BE COMPLETELY EXPLAINED. USE SUPPLEMENTARY SHEETS.

		FEDERAL AMOUNT	PERCENTAGE OF TOTAL	NON-FEDERAL AMOUNT	PERCENTAGE OF TOTAL	TOTAL AMOUNT
1	DIRECT OPERATING COSTS - TOTAL SALARIES	$10,662	78	$3,000	22	$13,662
2	OTHER DIRECT OPERATING COSTS					
A	TRAVEL	3,338	100	--	0	3,338
B	OTHER - SUPPLIES, PRINTING, ETC.	1,000	66	519	34	1,519
3	SUBTOTAL FOR OTHER DIRECT OPERATING COSTS (SUM OF LINES 2A AND 2B)	4,338	89	519	11	4,857
4	TOTAL DIRECT OPERATING COSTS (SUM OF LINES 1 AND 3)	$15,000	81	$3,519	19	$18,519
5	(TITLE V, PART E ONLY) PARTICIPANT SUPPORT					
	DURATION OF INSTITUTE OR TRAINING PROGRAM					
	FROM (MONTH, DAY, AND YEAR)	TO (MONTH, DAY, AND YEAR)				
	NUMBER OF: WEEKS	NORMAL WORKWEEKS	PARTICIPANTS			
A	STIPEND: NUMBER TIMES	AVERAGING (EACH)	TOTAL			
B	DEPENDENCY ALLOWANCE: NUMBER TIMES	AVERAGING (EACH)	TOTAL			
6	TOTAL FOR PARTICIPANT SUPPORT (TITLE V, PART E ONLY)					
7	TOTAL INDIRECT COSTS (UP TO 8 PERCENT FOR COOPERATIVE EDUCATION AND TITLE V; UP TO 15 PERCENT FOR TITLE III)	--	0	$1,481	8	$ 1,481
	GRAND TOTAL* (DIRECT COSTS PLUS INDIRECT COSTS)	$15,000	75	$5,000	25	$20,000
	(TITLE V, PART E ONLY) WEEKLY COST PER PARTICIPANT (SEE INSTRUCTION BOOKLET FOR EXPLANATION)					

* IF THE PROGRAM INVOLVES A COOPERATIVE ARRANGEMENT, SHOW INSTITUTIONAL BREAKDOWN BELOW

NAME OF INSTITUTION	FEDERAL	NON-FEDERAL	NAME OF INSTITUTION	FEDERAL	NON-FEDERAL
	$	$		$	$
	$	$		$	$
	$	$		$	$
	$	$		$	$

PLAN OF OPERATION (continued)

Additional support will be given the project by Deans and Department Chairmen as well as selected faculty who will be asked to accompany the coordinator on many of his visits to local officials and businessmen. These faculty members know their students and will be available to answer many questions for the potential employer. These persons will not be compensated beyond expenses--their services will be a further cost-sharing contribution. Finally, the University will forego any cash overhead charge this first year. It is felt that the award is the minimum required for a viable program and that cash overhead must be deferred until subsequent years.

Item: 1) Total Salaries - $10,662 includes one coordinator for the project at $8,000 per year (also included is $862 fringe benefits, standard cost for all University employees at this level). Also included are two stipends for graduate assistants at $900 each ($100 per month for the school year, standard rate). No secretarial costs are programmed; secretary costs and services will be contributed to the project.

2A) Travel - It is assumed that the coordinator will perform extensive travel accompanied by faculty and college officials wherever possible. Experience has shown that it requires about $2,000 per man per year to conduct an extension education program in the State of South Dakota, given its geography, population distribution, etc. Since the coordinator will be accompanied by the graduate assistants and departmental personnel whenever possible, the total travel required will exceed $3300.

2B) Other (Supplies, printing, etc.) - This category will include long-distance telephone charges (monthly base charges will be absorbed), mailing supplies, paper, and normal office expendables. Telephone and mailing expenses will be fairly high since this is a person-to-person contact program. Approximatel- $500 will be allocated to telephone expense and $300 to mailing costs.

Attachment 4

USD Proposal to the Bureau of Indian Affairs

Title: Summer Employment Proposal for University of South Dakota Indian Students - 1972

Sponsored By: The University of South Dakota Cooperative Field Education Program and the United States Bureau of Indian Affairs - Employment Assistance Office

Need: Indian students need not only educational attainment but practical job experience as well to meet the demands of today's job market. The Bureau of Indian Affairs provides excellent opportunities for Indian students to attend college but there appears to be very little effort made to expose the college students to practical, work experience. This practical work experience is very important to employers because they seek a combination of academic training plus experience in the people they hire. Most Indian students in college severely lack this job experience. There is a great need to establish a program that will provide the necessary exposure to actual work situations for Indian students which will help train them for post-graduate jobs and provide on-the-job experience.

Purpose: This program has as its objective the training of Indian college students for jobs or positions that they will attain after graduation. The goal of the program is to give Indian students practical work experience and training in their major field of college study. For example, if a student is majoring in Sociology

the program will try and place that student in a welfare office or some other agency that serves a great social need. In many cases academic credit may be awarded to the participating students for the work experience provided it is within his major field of study and meets departmental requirements.

The method of placing the students will be as follows:

1. find out where the students would like to work;
2. determine if the potential training position coincides with the student's major field of study;
3. contact the potential employers and determine if they will employ and train the students;
4. have the employers establish a summer employment program that will train the students and fulfill the goals of this proposal.

Students will not be placed in a position of doing menial work. The University's Cooperative Field Education Program in close cooperation with its Development Advisory Board will determine whether or not a student can go to work only after the employer has established a viable program that will train the student.

Objectives 1 and 2 of the above methods have already been accomplished. (See attachment A).

Value: The inherent benefits of this proposal are many and available not only to the participating students but the employers as well.

The employer can learn from the student and see his or hers worth and value as well as of other students like them. Other employer benefits include:

1. help in recruiting efforts;
2. an increase in cooperation between the University, employers and students;
3. having additional help and expertise at a great savings.

It is hoped the students can relate their academic background to their respective employers and supervisors and thereby act as a positive link between the academic world and the business community.

The students will hopefully realize a number of benefits and they are as follows:

1. The students learn their own skills which contribute to being an effective person, and discover their strengths and weaknesses in everyday situations.
2. The student learns the consequence of putting to test the ideas taught to him in class.
3. The student learns how to identify a problem and how to solve it.
4. The student learns that the actual accomplishment of something is inevitably more complex and difficult than is studying, planning, dreaming.
5. The student learns how creative freedom and imaginative guidance can be combined in enabling a person to accomplish things and become a constructive force.
6. He learns of deficiences in his regular academic work and feeds back this information to his fellow students.

Operation: The University of South Dakota Cooperative Field Education Program will contract out the Summer Employment Program from the Bureau of Indian Affairs Employment Assistance Office. The Cooperative Field Education Program will have over-all administrative responsibility of the Summer Employment Program.

The BIA funds will go into the University of South Dakota Business Office which will furnish the financial and management activities for the grant. It is hoped that the University Business Office will be able to process the student stipends on a bi-weekly basis.

A Field Coordinator is needed for the everyday administration of the program to insure its success and full operation. His duties will be as follows:

1. Check to see if the students are working at their assigned positions;
2. Be responsible for the student's time sheets;
3. Follow-up activities that insure the students are receiving on-the-job training and work experience in line with the goals and objectives of the program;
4. Act as a counselor to the Indian students;
5. Other duties as assigned.

An employment program such as this can be an important continuing function. Because this type of program is a first for many students at the University of South Dakota it is being submitted and proposed as a pilot project with the anticipation that it can be expanded and undertaken on a larger scale in the near future.

To be able to secure some meaningful work experience in line with a student's major field of study before graduation can be of immeasurable benefit to the student. However, there is no reason why that work experience has to be limited to a summer-oriented program. The academic curriculum of the future may have such a work experience as a degree requirement. This proposal and the program discussed herein will help determine the feasibility of such an idea at the University of South Dakota and for the Indian students enrolled there. This program will last 10 weeks from June 12, 1972 to August 19, 1972.

Budget: A total of $28,317 is requested for the full facilitation and operation of the proposed program. The proposed budget is as follows:

Student stipends: 20 students at a stipend of $120 per week for 10 weeks of employment.	$24,000
Field Coordinator Salary: One Indian graduate student at a salary of $135 per week for 12 weeks of employment.	1,620
Traveli[illegible]nses - Field Coordinator: (S[illegible] allowed)	400
Materi[illegible]ostage-Telephone Expenses:	200
Overhead - University of South Dakota: (8 Percent - Standard University Rate)	2,097
Total	$28,317

This proposal has the endorsements of:

Richard L. Bowen
President
University of South Dakota

Henry V. Cobb
Vice-President for Academic Affairs
University of South Dakota

Llyod R. Moses
Director
Institute of Indian Studies
University of South Dakota

Clarence Skye
Executive Director
United Sioux Tribes
Pierre, South Dakota

Wayne Evens
Director
Upward Bound
University of South Dakota

Mary Pat Cuney
Coordinator-Counselor
Special Services
University of South Dakota

Loren M. Carlson
Director
State-Wide Educational Services
University of South Dakota

Attachment 5

Bureau of Indian Affairs Contract

COPY

Form 5-1551
July 1964

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

NEGOTIATED CONTRACT

CONTRACT NO.
A00C14201420

DATE OF CONTRACT
May 26, 1972

NAME AND ADDRESS OF CONTRACTOR
University of South Dakota

Vermillion, South Dakota 57069

Check appropriate boxes:

☐ INDIVIDUAL ☐ PARTNERSHIP
☐ JOINT VENTURE ☐ .....
☐ CORPORATION. Incorporated in State of.....
BIDDER REPRESENTS: (1) That he ☐ is, ☐ is not a small business concern.

(For definition of Small Business see reverse side.)

OFFICE OR AGENCY	Department of the Interior, Bureau of Indian Affairs Aberdeen Area Office, Aberdeen, South Dakota 57401
CONTRACT FOR	Summer Employment - Indian Students
PLACE	Various Locations
AMOUNT OF CONTRACT	$20,180.00
ADMINISTRATIVE DATA	This contract authorized by 25 U.S.C. 13 and 25 U.S.C. 309 negotiated pursuant to 41 U.S.C. 252(c)(10).

Appropriation: 2A00-01-1787-8600

THIS CONTRACT, entered into this date by The United States of America, hereinafter called the Government, represented by the Contracting Officer executing this contract, and the individual, partnership, joint venture, corporation or State entity named above, hereinafter called the Contractor, witnesseth that the parties hereto do mutually agree as follows:

In consideration of the amount stated herein, the Contractor shall perform the above-described work in strict accordance with the attached documents all of which are made a part hereof and designated as follows.

General Provisions,	-	9 Pages
Special Provisions	-	5 Pages
Budget	-	1 Page

IN WITNESS whereof the parties hereto have executed this contract as of the date entered on the first page hereof.

THE UNITED STATES OF AMERICA

By _____
(Contracting Officer)

Area Property and Supply Officer
(Official Title)

Aberdeen Area Office
Aberdeen, South Dakota 57401
(Name and Location of Office)

CONTRACTOR

UNIVERSITY OF SOUTH DAKOTA
(Name of Contractor)

By _____
(Signature)

President
(Title)

16—75404-1

SPECIAL PROVISIONS

1. DEFINITIONS:

A. The term "Contracting Officer" as used in this contract refers to the official of the Bureau of Indian Affairs who executes this contract on behalf of the United States of America or any person authorized to act for him in his official capacity or his successor.

B. The term "Designated Representative of the Contracting Officer" when used by the Contracting Officer during the performance of this contract means those persons designated by the Contracting Officer to perform certain specified functions required by the terms of the contract and the general provisions.

C. The term "Contractor" as used in this contract means the official of the University of South Dakota, Vermillion, South Dakota responsible for administering performance under the provisions of this contract.

2. SCOPE:

1. The University of South Dakota 1972 Summer Employment Program has as its purpose and scope the On-The-Job training of Indian college students for positions they will attain after graduation.

The objective of the program is to give Indian students practical work experience and training in their major field of college study. In many cases academic credit may be awarded to the participating students for the work experience, provided it is within his major field of study and meets departmental requirements.

3. THE CONTRACTOR AGREES TO PROVIDE THE FOLLOWING SERVICE:

A. Locate potential employers that can provide On-The-Job training and fulfill the goals of this program.

B. Provide a Field Coordinator who will administer the program on a full time basis. Provide necessary secretarial support.

C. Provide the fiscal management of the program including the processing of stipend payments and administrative expenses.

D. Submit evaluative reports on the progress of the program as requested.

E. Provide over-all supervision and administration of the program through the office of the Vice President of Academic Affairs and the Cooperative Field Education Program.

F. The program will be administered with the advice, coordination and cooperation of the various Indian Tribes and Reservations within South Dakota.

G. To comply with the provisions of the attached General Provisions which are a part of this contract.

4. PAYMENTS:

A. For consideration of services performed under this contract, the contractor will be paid a fixed sum of $3,080.00.

B. The contractor will also be paid a sum of $17,100.00 which is considered an reimbursable payment based on actual expenditures paid to students participating in the training covering program stipend payments and miscellaneous emergency expenses.

C. Payment will be made on a monthly basis upon submission of a invoice (Standard Form 1034) plus attachments to the Area Finance Officer, Aberdeen Area Office, 820 South Main, Aberdeen, South Dakota.

D. The expenditure of funds made by the contractor in performance of this contract will be subject to audit by the Bureau of Indian Affairs personnel. Any funds not used will be returned to the Bureau of Indian Affairs.

5. TERMINATION: The performance of work under this agreement may be terminated by the Bureau of Indian Affairs in accordance with this clause whenever it is determined that such termination is in the best interest of the Bureau. Any such termination will be effected by delivery to the contractor of a written notice of termination.

6. RESPONSIBILITY FOR DAMAGES: The contractor shall save harmless the Government and all its representative from all suits, actions, and claims of any character brought on account of any injuries or damages sustained by any person or property in consequence of any neglect in safeguarding the work under this agreement or from any claims or amounts arising or recovered under the Workmen's Compensation Laws or any other Law, bylaw, ordinance, orders or decrees.

The Contractor shall be responsible for all damage or injury to property or any character during the prosecution of the work under this agreement.

7. SAFETY AND HEALTH: In order to protect the lives and health of employees, and other persons, prevent damage to property and materials, and to avoid work interruptions, the Contractor shall, in the performance of work under this contract comply with applicable provisions of Federal, state and municipal safety, health and sanitation laws and codes or make provisions for such coverage.

8. REPORTS:

Two reports to be completed.

A. Preliminary on July 14, 1972
B. Final on August 31, 1972

1. Students Name
2. Employer
3. Date employment started
4. Rate of pay (standard)
5. Student's duties and responsibilities
6. Hours worked
7. Progress of On-The-Job training - actual experience gained
8. An evaluation of the desire to provide work experience in line with the students major field of study if applicable.
9. Type of On-The-Job supervision provided the individual involved
10. Additional information deemed necessary.
11. Final report will also include an overall evaluation of the program.

9. CONTRACTING OFFICER REPRESENTATIVE:

The designated representative of the contracting officer for this contract shall be the Area Employment Assistance Officer.

10. CONTRACT PERIOD - MODIFICATION:

This contract is for the period starting June 1, 1972 and ending on August 31, 1972. This contract may be modified in writing by mutual consent of both parties.

11. PRICE CERTIFICATION: (a) By submission of this bid (offer) bidder (offeror) certifies that he is in compliance and will continue to comply with the requirements of Executive Order 11640, January 26, 1972, for the duration thereof and further certifies that the prices bid (offered) herein conform to the requirements of Executive Order 11640 or shall be reduced accordingly at the time of any billings that are made during the effective period of the Executive Order.

(b) Prior to the payment of invoices under this contract, the Contractor shall place on, or attach to, each invoices submitted the following certification:

"I hereby certify that amounts invoiced herein do not exceed the lower of (i) the contract price, or (ii) maximum levels established in accordance with Executive Order 11640, January 26, 1972."

(c) The Contractor agrees to insert the substance of this clause, including this paragraph (c), in all subcontracts for supplies or services issued under this contract.

BUDGET

Coordinator Salary	$ 1,620.00
Travel & Per Diem 9¢ a Mi. @ $16 per da.	400.00
Supplies & Materials	200.00
Administrative Fee	1,460.00
Student Stipend 20 Students at a Stipend of $80 a wk. for a 40 hr. wk. of training.	16,000.00
Miscellaneous Student expenditure (Emergency funds based on need)	500.00
TOTAL	$20,180.00

Attachment 6

CFEP Student Evaluation Form

UNIVERSITY OF SOUTH DAKOTA

COOPERATIVE FIELD EDUCATION PROGRAM

STUDENT EVALUATION

Name_____ Major_____ Work Period_____

Employer_____Location_____

ATTITUDE-APPLICATION TO WORK
____Outstanding in enthusiasm
____Very interested and industrious
____Average in diligence and interest
____Somewhat indifferent
____Definitely not interested

ABILITY TO LEARN
____Learned work exceptionally well
____Learned work readily
____Average in understanding work
____Rather slow in learning
____Very slow to learn

DEPENDABILITY
____Completely dependable
____Above average in dependablity
____Usually dependable
____Sometimes neglectful or careless
____Unreliable

INITIATIVE
____Proceeds well on his own
____Goes ahead independently at times
____Does all assigned work
____Hesitates
____Must be pushed frequently

QUALITY OF WORK
____Excellent
____Very good
____Average
____Below average
____Very poor

RELATIONS WITH OTHERS
____Exceptionally well accepted
____Works well with others
____Gets along satisfactorily
____Has difficulty working with others
____Works very poorly with others

MATURITY-POISE
____Quite poised and confident
____Has good self-assurance
____Average maturity and poise
____Seldom asserts himself
____Timid ____Brash

QUANTITY OF WORK
____Unusually high output
____More than average
____Normal amount
____Below average
____Low out-put, slow

JUDGMENT
____Exceptionally mature in judgment
____Above average in making decisions
____Usually makes the right decision
____Often uses poor judgment
____Consistently uses bad judgment

ATTENDANCE:
____Regular ____Irregular

PUNCTUALITY:
____Regular ____Irregular

STUDENT EVALUATION (Con't)

OVER-ALL PERFORMANCE
____Outstanding
____Very Good
____Average
____Marginal
____Unsatisfactory

---

1. Please comment on the over-all performance of the student: include remarks on how the student is performing the assigned tasks.

2. Comment on the actual type of job experience the student is receiving.

3. What type of on-the-job supervision is provided the student?

(Signed)_____ Date_____
(Immediate Supervisor)

Attachment 7

Intergovernmental Personnel Act

Part-Time Employment Project

PROJECT NARRATIVE STATEMENT

1. Descriptive Title of Project. Establishment of a part time employment program in personnel administration.

2. Priority of Ranking of Project. The involvement of young people in state and local government is lacking in South Dakota and the need for strengthening this participation is paramount. This part time employment program will be an intergovernmental pilot-project related to the above purpose and the classification and compensation survey.

3. Project Director. Robert D. Fuller, Coordinator, Cooperative Field Education Program, University of South Dakota, Vermillion, South Dakota 57069.

4. Need for Project. The participation of student interns within state and local governmental units is not very extensive in South Dakota. Students have not fully realized the potential careers that exist within the framework of state and local governments. The realization that such a potential exists may never have even occurred to the students in the past. Also, the possibility of such part time positions leading to permanent employment has not been completely explored or investigated. Some officials in state and local government have not viewed this vehicle as a viable method of attracting young people into governmental processes. Also, current budgeted funds for this type of activity are extremely limited. The lowering of the voting age has increased student interest in how our government operates and their desire to be active participants. This proposal will allow the opportunity to take advantage of the increasing student interest and provide the impetus for a harmonious, intergovernmental approach to a South Dakota intergovernmental personnel program.

All part time employees will be assigned to the classification and and compensation survey to assist in the interviewing and screening of agency employees; five will be employed in the Personnel Division and one will be employed by the South Dakota Municipal League for Municipal Salary Classification. With 10,000 employees to categorize additional manpower is necessary to complete the survey.

5. Results and Benefits Expected.

A. Working in the classification and compensation survey while at the same time developing a well-structured intergovernmental personnel program will assist in supplementing existing classroom study by developing opportunities which will:

- give the employees the opportunity to apply their academic training to actual work experience;
- provide the employees with new areas of interest, study and career development;
- make the student more attractive to a potential employer (i.e., state and local governmental agencies) because of the governmental experience;
- provide the potential employer with the opportunity to recognize the worth and value of the individual employees and others like them.

B. The need to attract young people into the active operations of state and local government is both apparent and imperative. This proposal will be an aid in that direction. It will offer in-service learning and training and will be a positive vehicle for the recruitment of top caliber college students for careers in state and local government. Initially on a part time basis.

C. A comprehensive program for part time employees for state agencies and local governmental units that elect to participate can be developed, using the experiences of this pilot-project as a basis of formulation.

D. A positive, inherent benefit of this type of program is an increase in the working relationship between all participants including the students, the colleges and the host agencies. It is hoped that such a benefit would prove to be advantageous not only for the University of South Dakota but for all South Dakota colleges and universities as well as the host agencies.

In summary the part time employees will be given the opportunity to view state and local government at its most basic level - what tasks do public employees perform and how are they paid for that performance. This will give the student the opportunity to see in his mind, as well as on paper, the various skills necessary to perform government service. He will, through written and verbal screening, gain insight into how individuals relate to their employer.

6. Approach and Timetable. Because this proposal is designed as a pilot-project it is being structured to work within the auspices of the University of South Dakota Cooperative Field Education program (CFE Students will be selected without regard to which South Dakota college they attend. They will be selected according to their ability to communicate with others, their maturit level and their overall performance as students. Placement and work will begin in June, 1972. Six part time positions will be offered as provided by this proposal. Employee salaries to be paid at the rate of $914.00 for a 12 week period. This salary includes a match, at the rate of 10% by the

employing agency. Certain basic requirements for the selection of individual employees will be established. They may include (but not limited to):

A. that the student be a registered South Dakota voter;

B. that the student has completed his sophomore year in college;

C. that the student's overall grade point average be at least at 2.0 on a 4.0 scale;

D. that the student be majoring in the general area of business or public administration.

7. Evaluation. The intergovernmental part time employees program will undergo two phases of evaluation.

A. Continual. During the employment period the Program Director will conduct periodic visits with each employee. Seminars are anticipated with the Program Director, the employee and the agency supervisor to continually discuss the progress of the employee and the survey. There will be an evaluative questionnaire completed by the employees in relation to their employment experiences.

B. Long Range Potential. An evaluation of the long range potential of the part time employee program will be conducted at the end of all the employment periods. This evaluation will be undertaken by the Project Director and will be done on the basis of how successful it is in terms of attracting young people into careers of state and local government and the contribution made by the employees to those governments.

PROGRAM OR PROJECT BUDGET

Program or Project Title: Employment of Part-time Assistants for Salary [illegible]

I. FUNDING (BY CURRENT-YEAR COSTS	1. ESTIMATED FEDERAL FUNDS UNUSED FROM PREVIOUS PERIOD	2. NEW FEDERAL FUNDS REQUESTED	3. NON-FEDERAL FUNDS APPLIED	4. TOTAL CURRENT-YEAR BUDGET
	$	$ 5,779	$ 3,548	$ 9,327

II. DETAIL BUDGET *(Current-Year)*

A. Direct Costs:

1. PERSONNEL:	FULL-TIME OR PART-TIME (INDICATE %)	DOLLAR AMOUNT OF COST
a. Position Title and Annual Salary of Project Director Robert D. Fuller, Internship Coordinator Institute of Public Affairs 8,400 University of South Dakota	2.4%	221
b. Total Number of Administrative, Professional and Technical Staff: 6 On the job consultation by agency staff being surveyed. (5% of 10,000 average salary x 6)	20% FTE	3,000
c. Total Number of Clerical and other Support Staff: 3.5 FTE (see parts 1.b and 1.c of project #1)		
Fringe Benefits *(If direct cost)*		
	Subtotal:	3,221
2. TRAVEL: (Project Director)		178
3. EQUIPMENT:		
4. CONTRACTUAL AND CONSULTING SERVICES:		
5. OTHER DIRECT COSTS: (6 Intern stipends - 90% Fed. 10% State)		5,484
	Total Direct Costs:	8,883
B. Indirect Costs:		444

(1) ☐ Rate not established under Office of Management and Budget Circular No. A-87, but negotiated with the Commission at _____ % of ☐ Salaries and Wages, or ☐ Allowable Direct Costs

(2) ☐ Rate negotiated under OMB Circular A-87 at 5 % of ☐ Salaries and Wages, or ☒ Allowable Direct Costs

Indirect cost applied to local projects only per Paragraph R.5.9. B.O.B. Cir. A-87 negotiation and approval of indirect cost proposals for local government.

Total Project Budget:	$ 9,327

III. SOURCE OF NON-FEDERAL SHARE *(Current-Year)*	
1 From Grantee Resources (Show source by budget category)	$
a. On the job consultation by agency staff being surveyed. (5% of 10,000 salary x 6)	3,000
b. Other Direct Costs: Hiring Agency Contribution toward stipend salary (10%)	$ 548
2 From Other Sources	
Total:	$ 3,548

IV. BUDGET ESTIMATES FOR THE PROGRAM OR PROJECT AFTER FIRST-YEAR

	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Total Program Budget After First-Year	$9,793	$10,282	$10,796	$11,335

V. FURTHER DISCUSSION

Future program years include a 5% inflationary increase. Each project year will be directly related to program development as described in project #1.

Attachment 8

Senate Bill 209

State of South Dakota

FORTY-SEVENTH SESSION, LEGISLATIVE ASSEMBLY, 1972

SENATE BILL NO. 209

Introduced by: Messrs. Wollman and Kandaras

FOR AN ACT ENTITLED, An Act appropriating money to provide for internships for young persons in South Dakota for the purposes of fostering knowledge and understanding of the legislative and executive processes of state government.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. There is hereby appropriated out of any money in the state treasury not otherwise appropriated, the sum of twenty thousand dollars ($20,000.00) or so much thereof as may be necessary, to provide salaries for not less than fifteen interns to be employed by state government to encourage the participation and understanding of internal governmental affairs among the young citizens of the state of South Dakota. Not less than one-third of the resources available under this Act shall be for the purposes of employing legislative interns.

New material is indicated by (((triple parentheses))). Deletions from existing statutes are indicated by ((double parentheses)).

Section 2. The commissioner of administration, or his duly appointed representative, with the advise and cooperation of the academic resources council, shall promulgate such rules and regulations as may be necessary for the orderly execution of the purposes stated herein.

Section 3. The commissioner of administration is hereby authorized to accept and expend in addition to the amount appropriated herein and for the purposes stated herein, any funds which may be obtained from any gift or contribution from any source for said purpose.

Section 4. Said funds shall be paid out on warrants drawn by the state auditor, upon verified vouchers approved by the commissioner of administration or his duly authorized representative.

Attachment 9

ARC Executive Order

STATE OF SOUTH DAKOTA

Office of the Governor

Executive Order establishing the Governor's Academic Resources Council.

WHEREAS, The South Dakota State Planning Agency is required to formulate and maintain a statewide comprehensive plan, advise the Governor on critical state problems, provide technical assistance to state and local government, and review all planning activities operating within the state; and

WHEREAS, the aforementioned activities require the use of a variety of information and expertise which is readily available to institutions of higher learning; and

WHEREAS; there exists no administrative mechanism nor general procedure by which the array of knowledge and talent available within the colleges and universities in South Dakota can be utilized to provide input into state government;

IT IS THEREFORE BY EXECUTIVE ORDER directed that the South Dakota Academic Resources Council be established and act pursuant to the following design:

Section I Membership

The Academic Resources Council shall consist of two representatives from each of the following institutions of higher learning.

a. Augustana College
b. Black Hills State College
c. Dakota State College
d. Dakota Wesleyan University
e. Freeman Junior College
f. Huron College
g. Mount Marty College
h. Northern State College
i. Presentation College
j. Sioux Falls College
k. South Dakota School of Mines and Technology
l. South Dakota State University
m. Southern State College
n. The University of South Dakota
o. Yankton College

The presidents of each respective institution shall select the two representatives.

Section II Responsibility

1. The Academic Resources Council shall be responsible for

   a. Recommending to appropriate state officials methods by which the South Dakota Academic community can be utilized as an effective source of counsel, information, and research relevent to major areas of state policy.

   b. Coordinating programs involving student interns so as to provide maximum utilization of their talents pursuant to the needs, goals, and objectives of state and local government.

   c. Keeping officials in government informed about studies and research being done in fields directly or indirectly related to their basic operations and areas of concern.

   d. Other such areas of concern relevant to the intents of the foundation of the council as determined by its Governor or the Council itself.

2. The State Planning Agency shall be responsible for coordinating all efforts of the Academic Resources Council with the other state and local units of government.

NOW, I THEREFORE, I, RICHARD F. KNEIP, Governor of the State of South Dakota, by virtue of the authority vested in me by the constitution and the statutes of this state, do hereby order and direct that the Governor's Academic Resources Council be established.

Dated in Pierre, the Capitol, this the 25 Day of June, 1971.

Richard F. Kneip

GOVERNOR OF SOUTH DAKOTA

ATTEST:

Alma Larson

SECRETARY OF STATE

Attachment 10

ARC By-Laws

Proposed By-Laws
of the
Academic Resources Council

Adopted 9/8/71

Preamble

The Academic Resources Council was officially established by Executive Order by Governor Richard F. Kneip dated June 25, 1971, to provide a working organizational structure through which the public and private colleges and universities can act as counsel to the State Planning Agency and other state agencies. The Council is intended to serve as a vehicle for the coordination of efforts among the academic institutions within the State with specific reference to the planning process, including initiation of grant proposals, development of internships within State government, and such other projects as may be deemed mutually beneficial.

Article I

This organization shall be known as the Academic Resources Council, hereafter referred to as the Council.

Article II

Membership - Membership of the Council shall be comprised of two faculty and/or administrative staff members from each degree granting institution of higher education in South Dakota, designated by the President or the Chief Executive officer of the institution represented.

Article III

Executive Committee - The Executive Committee shall be comprised of seven members chosen at large. Members of the Executive Committee shall serve for staggered 1, 2, and 3 year terms and shall be subject to one reappointment. The Executive Committee shall annually elect a Chairman and Vice-Chairman from its own membership for a one-year term. Such officers shall also serve as the officers of the Council. Vacancies in such offices shall be selected in the same manner as their predecessors were elected.

The State Planning Agency shall provide secretarial services. The Director of the State Planning Agency shall be an ad Hoc, non-voting member.

Duties of Officers

a. The Chairman shall call meetings to order and conduct and direct business in accordance with these by-laws.

b. The Vice-chairman shall preside in the absence of the Chairman and shall assist the Chairman at all times when called upon to do so.

c. The Secretary shall keep an accurate account of the minutes of all meetings, call meetings to order in the absence of the elected presiding officers, and adhere to all rules governing the actions of the Chairman in the conduct of all meetings.

Article IV

Section 1. Council Meetings

a. Regular Meetings of the Council - Regular meetings of the Council shall be convened twice a year at a location and time to be determined by the Executive Committee.

b. Special Meetings of the Council - Special meetings of the Council may be called by the Chairman, upon written request of a majority of the members of the Council, or upon action of the Executive Committee.

Section 2. Executive Committee Meetings

Meetings of the Executive Committee shall be called by the Chairman or upon written request of a majority of the members of the Executive Committee.

Article V

Section 1. Order of Business

The Council and Executive Committee shall adopt the following order of business:

a. Call to Order
b. Roll Call
c. Reading and Approval of Minutes
d. Reports of Standing Committees
e. Reports of Special Committees
f. Unfinished Business
g. New Business
h. Adjournment

Section 2. Admission to Meetings

Admission to regular meetings of the Council and Executive Committee is open to all members of the Council and Executive Committee, special delegates and interested persons, except that either body may go into executive session when considering personnel matters or privileged information.

Section 3. Quorum

A majority of the membership of the Council or Executive Committee, as the case may be, shall constitute a quorum.

Section 4. Parliamentary Procedure

Robert's Rules of Order shall be the order for procedure of business of the council and the Executive Committee.

Article VI

Section 1. Sub-committees

The following are established standing committees:

a. Natural Resources
b. Human Resources
c. Economic Development
d. Community Development
e. Criminal Justice
f. Finance & Budget

Membership on such sub-committees shall be appointed by the Chairman of the standing committee with the advice and consent of the Executive Committee.

Ad Hoc Committee's may be designated by the Executive Committee or the Council

Section 2. Procedure

Business conducted by sub-committees shall be in accordance with these by-laws.

Article VII

Finances

The Financial affairs of the Council, the Executive Committee and the sub-committees shall be conducted in accordance with the laws of the State of South Dakota. Travel regulations approved by the State Board of Finance are adopted by reference for the payment of travel and per diem expenses. All vouchers shall be approved by the Chairman and a properly authorized fiscal officer appointed by the Executive Committee. Such fiscal officer shall keep all accounts and make reports of expenditures and receipts to the Council upon request through the Chairman.

Article VIII

Amendments

These by-laws may be amended by a two-thirds majority vote at any regular meeting, provided notice in writing of a proposed amendment shall have been filed with the secretary and mailed to all members of the Council at least ten days prior to regular or special meeting at which such proposed amendment is to be voted upon.

Attachment 11

Intern Council Executive Order

STATE OF SOUTH DAKOTA

Office of the Governor

Executive Order establishing the South Dakota Student Intern Coordinating Committee and amending the executive order of June 25, 1971 establishing the Governor's Academic Resources Council.

WHEREAS, The State Government of South Dakota intends to encourage the involvement of young people in the governmental process; and

WHEREAS, that involvement should be meaningful to the student as well as to the government; and

WHEREAS, there exists no administrative mechanism nor general procedure to facilitate comprehensive development and ongoing coordination of the program;

IT IS THEREFORE BY EXECUTIVE ORDER directed that the South Dakota Student Intern Coordinating Council be established and supersede Section II, part b of the Executive Order to establish the Governor's Academic Resources Council.

Section I Membership

The Student Intern Coordinating Council shall consist of representation from:

a. The Office of the Board of Regents, Commissioner of Higher Education
b. The Department of Administration, Division of Personnel
c. The State Planning Agency
d. The others as may be designated by the Governor

Section II Responsibility

The Student Internship Coordinating Council shall be responsible for:

a. Developing a comprehensive state plan for the internship program.
b. Coordinating the internship program with agencies of government, the several colleges of the state, and the interns.
c. Establishing intern selection standards and agency project guidelines.
d. Insuring adequate educational and technical supervision and counsel for each intern.
e. Receiving all funds, public and private, designated for the state intern program.
f. Cooperating and consulting with the Academic Resources Council, whenever appropriate, regarding mutual concerns in coordinating the internsnip program.

NOW, I THEREFORE, RICHARD F. KNEIP, Governor of the State of South Dakota, by virtue of the authority vested in me by the constitution and the statutes of this state, do hereby order and direct that the South Dakota Student Intern Coordinating Council be established.

Dated in Pierre, the Capitol, this the 31 Day of MAY, 1972.

Richard F. Kneip
GOVERNOR OF SOUTH DAKOTA

ATTEST:

Alma Lesson
SECRETARY OF STATE

Attachment 12

Pierre 1972 Summer Intern Program

alic
south dakota
administrative library & information center
capitol building - basement annex
pierre, south dakota - 57501

April 27, 1972

TO: Faculty members interested in the student intern program and members of the ACADEMIC RESOURCES COUNCIL

FROM: Ted Kneebone, chairman, Student Intern Coordinating Committee

The enclosed set of materials about the South Dakota Intern Program has been sent to you because of your interest in student interns. Sets have also been sent to your president and placement office.

Please do what you can to publicize the program and recruit qualified students. They must be--

--at least juniors, and may be graduate students
--well grounded in the subject area specified by the project description in the DIRECTORY
--able to do effective research and communicative writing
--able to meet and work well with a variety of people and adapt easily to new, unforeseen situations
--free to work for 12 weeks during the summer

The salary for each intern position is $100 per week.

We would like to receive applications by May 10.

Be sure that your president signs one copy of the STATEMENT OF MUTUAL RESPONSIBILITIES (included in his packet only) which

--assures that each intern who successfully completes his project can receive academic credit, if he requests it
--stipulates that a faculty member will serve actively on each intern's advisory committee
--asks for cooperation from college faculty and staff in publicizing the program and recruiting students

We hope the student intern program has a future--and will contribute to strengthening the bond between state government and the academic community.

Please call me at 224-3661 if you have questions. Thank you.

crime & juvenile delinquency unit (of a.l.i.c.)
phone: 605-224-3661, extension 34

cjd

DIRECTORY OF STUDENT INTERNSHIPS IN
SOUTH DAKOTA STATE GOVERNMENT
Summer 1972

A cooperative program sponsored by the South Dakota Intern Coordinating Council and the Resource Development Internship Project.

Students interested in the program or any of the specific projects listed here should contact their college or university placement office for application forms.

The internships are for the 12-week period June-August 1972 and pay $100 per week. For most of the projects a knowledge of the subject is required and considerable skill in various phases of research. Students must be at least juniors.

SOUTH DAKOTA ARTS COUNCIL
"Arts programming, development, and administration"
This program will 1) provide training and expertise in the scheduling of arts programs in school and communities throughout the state;
2) learn office procedure involved in administration of an arts agency and an awareness of the structure of arts organizations;
3) public relations and publicity; 4) specific area will be to develop the Young Audiences program: contact school superintendents and music teachers; prepare budget according to union allocations by jurisdictions, and organize evaluations all in preparation for fall, 1973. Written report required.
QUALIFICATIONS of applicant: background in an arts discipline; strong personality and ability to meet people; secretarial experience.

BOARD OF CHARITIES & CORRECTIONS
"Legislative drug study"
Intern will be doing research by means of questionnaire and personal contact with various institutions and agencies, law enforcement officials, etc. Statistical data must be collected and incorporated into a written report to be presented to the Legislature and distributed to interested agencies and individuals (Senate concurrent resolution #4) Facts must be obtained concerning the use of drugs within the state, law enforcement problems and feasibility of establishing a treatment facility as well as the availability of funds for such a project.
QUALIFICATIONS of applicant: senior or graduate student with educational background and personality to coordinate this study with law enforcement and judicial officials throughout the state...one who has shown interest in criminal justice as a career.

CITIZENS COMMISSION ON EXECUTIVE REORGANIZATION
Since executive reorganization is a major policy reform effort of the present administration, a student intern is needed to assist in research on the subject. The student would be given research responsibility for one general area, such as consumer protection and business regulation.

STATE ECONOMIC OPPORTUNITY OFFICE
1) Comprehensive analysis of how current South Dakota laws affect low-income persons, how existing laws can be updated, and what new laws should be proposed;
2) a program for passage of proposed legislation; 3) an alternative plan for obtaining the same or similar results through programs other than legislation;
4) a comprehensive plan for educating low-income persons on the legislative process and how they can affect it; 5) actual education of low-income persons.
The final report will be used to plan a campaign for the 1973 legislative session and the factual information collected will actually be used in the legislative program. In addition information will be disseminated to some

3,000 to 5,000 low-income and other persons in a publication called THIS ISSUE and to public officials and members of the legislature in a publication known as FORUM. Hopefully, some of the results can be included in articles in professional journals. The final product will consist of several papers and reports which can be collected and published.

Methods will include 1) research in the the South Dakota Compiled Laws and other materials; 2) empirical research with legislators and other public officials and 3) surveys and similar fact-gathering devices.

QUALIFICATIONS of applicant: Preference for law students or people who are interested in law.

GAME, FISH & PARKS DEPARTMENT
"Wetland inventory"

Classify the wetland areas in northeastern South Dakota. Location would be Brookings, Huron, or Webster. Final product would be a published report similar to the ones in the "Wetlands inventory" series.

QUALIFICATIONS of applicant. Background in wildlife, knowledge of wetlands and their classification, ability to read aerial photos and use a planimeter.

GOVERNOR'S OFFICE

Intern would be used to do research including the compilation of issue-oriented background material and the creation of position papers preliminary to development of the Governor's 1973 legislative program. This project would enable the student to utilize his research and writing skills in meaningful and useful areas as well as involve him in the general administrative role of the office of the Governor. Many interesting areas are involved--the student would be free to choose those which particularly interest him. The development of this material will be of use in the general administration of the affairs of the state as well as in the development of the legislative program; consequently, the student would do administrative case work in conjunction with his research.

QUALIFICATIONS of applicant. Political science major or minor preferred; well-rounded interests desirable; prefer junior, senior, or graduate student. Intern will need to be able to work cooperatively with others as well as independently. Would prefer to offer this position to an Indian student.

S. DAK. COMMISSION ON HIGHER EDUCATION FACILITIES
"Research methodology--physical facilities"

The project is designed to attempt a qualification of physical facilities on public and private colleges and universities in South Dakota as part of a statewide comprehensive facilities planning grant. A rating form will be designed using criteria for evaluation to be used in researching the "suitability" of space to current usage and programs. It will necessitate working with a committee and travels to the campuses for an indepth analysis of space. One campus will be selected as a pilot project and a report will be given in the feasibility of the instrument to be used in next year's activity. Assistance will be given to revising a current manual of operations on collecting inventory data, normal administrative functions of the office and other duties that relate to federal grant programs.

QUALIFICATIONS of applicant. A background in business and some knowledge of data processing would be helpful. Should be able to work with people and coordinate activities of committees.

DEPARTMENT OF PUBLIC INSTRUCTION
"Curriculum development"

A curriculum package will be developed for elementary teachers to be distributed this fall. These curriculum activities and materials will present innovative approaches to teaching environmental education. The summer intern will work with

a supervisor and other resource people who have had experience in this area. The intern will receive some initial training and exposure before starting directly on the project.

QUALIFICATIONS of applicant. Senior level student. Education background, experience in curriculum development, willingness to travel.

DEPARTMENT OF LABOR & MANAGEMENT RELATIONS

"Legal research intern"

The project is to research various laws with reference to workmen's compensation and labor laws with the view of drafting amendments and new sections to be proposed to the 1973 legislature. The secondary function of the intern will be to observe the administrative hearings conducted by the Commissioner and Deputy Commissioner. He will help research and write opinions for these hearings.

QUALIFICATIONS of applicant. Second year law student.

LEGISLATIVE RESEARCH COUNCIL

Interns will be assigned specific study or studies and will work with specific interim committees of the legislature.

COMMISSION OF MENTAL HEALTH & MENTAL RETARDATION

A project to develop a set of public information materials regarding community facilities for mental health and retardation. The intern will visit each of the facilities selected (12) and interview staff, directors, and some community representatives. He will design materials which can be used by the centers and the Commission during the following year.

QUALIFICATIONS of applicant. A person who is imaginative and creative and who has an ability to communicate well in writing.

DIVISION OF PERSONNEL

Students will assist in the research and writing of a comprehensive statewide classification and compensation plan for the more than 10,000 employees of the state. Before such a plan can be developed and implemented it is necessary to catalog and categorize all existing individual agency plans.

STATE PLANNING AGENCY

"Mental health plan"

Mental health is a prime area of concern in formulation of the state comprehensive plan. The intern will be responsible for a paper describing the present mental health situation in the state, concentrating for the most part, on existing problems, with some discussion of the present delivery system for mental health services. The report will make use of available data, some of which may have to be searched out. The report will go into the state comprehensive plan as phase I of the mental health section.

QUALIFICATIONS of applicant. The intern's experience and education should be such as to allow substantial independent work with statistical materials. However, clear thinking is more important than a high level of technical sophistication.

BOARD OF REGENTS

We need an administrative code for the Regents and do not have staff to develop it.

QUALIFICATIONS of applicant. Intern with either legal or political science background at a substantial level.

PUBLIC UTILITIES COMMISSION

Statistical research on telephone rates. Student will work under staff supervision.

QUALIFICATIONS of applicant. Economics major, statistics, business and related areas.

S. DAK. DEPARTMENT OF PUBLIC WELFARE

"Compilation of welfare laws"

We hope to complete a compilation of state laws, statutes, legislative directives, and Attorney-General's opinions regarding state welfare administration. This project will be printed and used by the Department staff, states attorneys and others (will replace chapter 7 of the Service Administration manual).

QUALIFICATIONS of applicant. Junior in law school. Must be able to work without close supervision.

SOUTH DAKOTA STUDENT INTERN PROGRAM: Statement of mutual responsibilities

Please examine carefully this Statement. If your agency, college or university can agree to the provisions noted in the applicable section, please sign and return one copy. You may keep the duplicate for your files.

A. SOUTH DAKOTA INTERN COORDINATING COUNCIL agrees to:

1. Provide overall coordination of the state intern program.
2. Apply for and receive public & private funds, including those granted by the Resource Development Internship Project, and dispense them according to the guidelines established by each granting unit.
3. Receive, evaluate, and approve agency requests for participation in the program.
4. Receive, evaluate, and approve student applications for intern positions. Final judgment and hiring is to be done by each agency.
5. Through the public and private colleges and universities of the state publish and distribute publicity materials, directories, handbooks, forms, etc.

B. RESOURCE DEVELOPMENT INTERNSHIP PROJECT & the state COUNCIL agree to:

1. Provide technical advice to the Council and make periodic visits to the state.
2. Assist in the planning and direction of seminars for interns & other participants.
3. Assist in the planning and direction of a regional conference on intern use and pay expenses involved.
4. Fund the South Dakota program in an appropriate ammount to supplement state funds.
5. Publish and distribute to the Council the RDIP HANDBOOK & other needed materials.
6. Certify each student intern who has successfully completed his internship and include his name in future issues of the RDIP directory.

C. STATE AGENCIES participating in the intern program agree to:

1. Provide each intern with a technical supervisor and a general agency consultant (possibly the head of the agency) as components of the intern's advisory committee.
2. Provide office space, desk, supplies, and clerical/secretarial services.
3. Pay necessary travel and other expenses connected with intern's project.
4. In accordance with RDIP HANDBOOK guidelines, publish the student's final project. Quantity, distribution and related matters will be negotiated by the Council, the agency, and RDIP.
5. Student applications, after preliminary examination by the Council, will be forwarded to the agencies. Each agency will make its own interview arrangements, keeping the Council informed of student interns hired.
6. Consult with the Council in the establishment of a suitable statewide intern salary schedule.
7. The agency will send a letter of appointment to each intern hired, with copies to the Council.

D. COLLEGES AND UNIVERSITIES agree to:

1. Award academic credit to student interns successfully completing an internship, should students submit formal request to receive credit.
2. Provide a faculty adviser for each intern. The faculty adviser will serve on the student's Advisory Committee with his agency supervisor and the head of the agency. Advisers will consult, individually and as members of the Committee, in person and through telephone and correspondence, expenses to be borne by the college or university.
3. Publicize the program to students and faculty through all appropriate channels. Locally-produced materials may be used with RDIP and Council-produced materials.

Please sign this statement (and return one copy to the Council) to indicate you, your agency or institution agree to its provisions.

Your signature & title [signature] President Date 5-3-72
Name of agency or institution/Address The University of South Dakota, Vermillion 57069
Signature of Chairman, Intern Council [signature] Loren Carlson, Chmn.
Date 5/4/72

Attachment 13

Resource Development Internship Project

Program Announcement 1972

INTERNSHIPS IN RESOURCE DEVELOPMENT

Midwestern Advisory Committee on Higher Education
The Council of State Governments

General Information

The Resource Development Internship Project of the Midwestern Advisory Committee on Higher Education, Council of State Governments offers internship appointments to a limited number of college upperclassmen and graduate students in the Midwest who demonstrate an interest in the processes of social and economic change. The program is designed to provide service-learning experiences for students through assignments to specific projects of developmental agencies, and to other local, state, or regional organizations concerned with developmental change.

Program Objectives

The objectives of the internships are:

(1) To give immediate manpower assistance through the work of students to economic and social development agencies.

(2) To provide constructive service opportunities for students seeking to participate in the solution of social and economic problems.

(3) To encourage young people to consider careers and citizen leadership roles in programs of development and to provide a pool of trained personnel for recruitment by sponsoring agencies.

(4) To give college students a more relevant and meaningful education and training in the complexities of resource development.

(5) To provide additional avenues of communication between institutions of higher learning and programs of social and economic development, in order to make the resources of the universities and colleges more accessible to the community and to relate curriculum, teaching and research to society's needs.

Internship Projects

Projects are identified by representatives of developmental agencies in consultation with project staff, with consideration given to the potential contribution of the intern to the local situation and the potential learning value of the assignment to the intern.

Project Operation

Each intern is guided by a project committee, usually consisting of representatives of the host organization, a university representative appointed as a counselor, and a technical advisor. The project committee assists in defining specific objectives and suggests methods of approach at the initiation of each project; however, interns plan and carry out the work of the project with minimum supervision and direction. The program

does not include college course credit, but in some cases the intern may arrange to receive credit for independent study from his own college.

Report

A final report is required of each intern, causing him to organize and articulate the results of his experience. The report is written for use by the host organization and must meet normal standards of professional quality. It is usually reproduced in booklet form for distribution by the host organization. In many cases it becomes a first "publication" for the student; in some cases it is used as the basis for a graduate thesis or dissertation.

Financial Considerations

An educational grant is awarded to each intern, in most cases $80 per week for undergraduate students and $90 per week for graduate students. A first payment is made upon initiation of the project and final payment is made upon acceptance of the final report. An allowance for travel is arranged if essential to the project. Transportation to the area of assignment is the responsibility of the intern. Housing and food arrangements are also the responsibility of the intern.

Requirements

Interns must have completed at least two years of college prior to beginning their assignments. They must have demonstrated academic achievement, maturity, writing ability, and be capable of independent work. They must be citizens of the United States, in good health, and free to spend full time in the area of assignment for the internship period. Assignements normally begin in June and include a period of 12 weeks. Interns should be enrolled as full-time students during the preceding spring semester or should provide proof of their intention to enroll as full-time students during the fall semester. Interns are chosen from college and universities nearby the sponsoring agency and selection is done primarily by the sponsoring agency in cooperation with RDIP.

Program Sponsorship

Financial support is provided by the Economic Development Administration and other public agencies interested in economic development, resource development, community action and related fields. Participating host organizations are asked to share a portion of the total project cost.

The Midwestern Advisory Committee on Higher Education represents the following states: Ohio, Michigan, Indiana, Illinois, Wisconsin, Minnesota, Iowa, Missouri, Kansas, Nebraska, South Dakota, North Dakota.

Additional information may be obtained by writing:

Resource Development Internship Project
Midwestern Advisory Committee on Higher Education,
Council of State Governments
334 Poplars, 400 E. 7th Street
Bloomington, Indiana 47401 Phone: (812) 337-7163